



ST. CHARLES PARISH
PROFESSIONAL
ENGINEER AND
RELATED SERVICES
QUESTIONNAIRE

1. Project Name / Location for which
Firm is Filing

2a. Commerce Business
Daily Announcement Date, if
any:

2b. Agency Identification
Number, if any:

3. Firm (or Joint-Venture) Name & Address

3a. Name, Title & Telephone Number of Principal to Contract:

3b. Address of office to perform work, if different from item 3

3c. Name of full time Resident La. Licensed professional in charge of 3b

4. Personnel by Discipline: (list each person only once, by primary function)

___ Administrative	___ Electrical Engineers
___ Architects	___ Estimators
___ Chemical Engineers	___ Geologist
___ Civil Engineers	___ Hydrologists
___ Construction Inspectors	___ Interior Designers
___ Draftsmen	___ Landscape Architects
___ Ecologists	___ Mechanical Engineers
___ Economists	___ Mining Engineers

ALL ARCHITECTS/ENGINEERS IN
LISTING MUST HAVE CURRENT LA.
REGISTRATION

___ Planners: Urban/Regional
___ Sanitary Engineers
___ Soils Engineers
___ Specification Writers
___ Structural Engineers
___ Surveyors
___ Transportation Engineers

4a. Firms domiciled or with branch office in
La. must list current Occupational License
Occ. Lic. ID No. : _____
Parish of issue: _____

Total Personnel

5. If submittal is by JOINT-VENTURE list participation firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm:

5a. Has this Joint-Venture previously worked together?

Yes ☐ No ☐

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project.

Name & Address	Specialty	Work with Prime before (Yes or No)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

7. Insert project team organizational chart including outside consultants.

8. Project team summary of experience

[illegible]

9. Brief resume of project team members and key persons supporting the project team.	
Name & Title	
Project Assignment	
Name of Firm with which associated	
Years experience: With This Firm _____ Total _____	
Education: Degree(s)/Year/Specialization	
Active Registration: Year First Registered/Discipline	
Other Experience and Qualifications relevant to the proposed project	

10. Work by firm or Joint-Venture members that best illustrates current qualifications relevant to this project (list no more than 10 projects)					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address	d. Completion Date (actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which Firm was/is responsible
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

11. All work by firm or Joint Venture members performed in St. Charles Parish during the Last Ten Years(List no more than 10 projects)					
a. Project Name	b. Nature of Firm's Responsibility	c. Project Location	d. Completion Date (actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which Firm was/is responsible
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

12. Rate Schedule – provide rates only for categories listed below.

\$/Hr

Principal in Charge(PE)	
Project Manager(PE)	
Engineering Supervisor(PE)	
Senior Project Engineer(PE)	
Project Engineer(PE)	
Pre Professional Project Engineer(EIT)	
Resident Inspector	
CADD Supervisor	
CADD Designer	
CADD Technician	
Survey Supervisor(PLS)	
3-Man Survey Crew	
4-Man Survey Crew	

13. Response to the seven evaluation criteria St Charles Parish will use in its selection process.

- Professional training and experience, both generally and in relation to the services being requested -- 20 points
- The nature, quantity, and value of project work performed, both within and outside the parish, and its relativity to the services being requested, -- 20 Points
- Capacity for timely completion of work, taking into consideration the firms current and projected workload and professional/support manpower -- 20 points
- Past performance by the firm on public contracts, including any problems with time delays, cost overruns, and design inadequacies for which said firm was held to be at fault -- 15 points
- Professional Firm is located in St. Charles Parish -- 10 points
- Any work by the firm which resulted in litigation between the public entity and the firm performing professional services, particularly if the firm is currently involved in litigation with a public entity or litigation where the public entity prevailed -- 10 points
- Past and current professional accomplishments for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered -- 5 points

14. Use this space to provide any additional information not covered by response to items 1-13 in this questionnaire.

15. The foregoing is a statement of facts.

Signature _____ Type Name
& Title _____ Date: _____